

**RECORDS REPORT SYSTEM**

**Log of Written Requests for  
Access to Agency Records**

Department: \_\_\_\_\_

Agency: \_\_\_\_\_

Fiscal year: \_\_\_\_\_

**Please record written requests for access to records and send this log to your RRS Department Coordinator at the end of each fiscal year, as required by section 92F-18(b)(12), Hawaii Revised Statutes.**

- **Date of written request:** Use the date on the request; log only **written** requests (including e-mail requests). For each request, check **one** of the following responses.
- **Request granted:** Check this column if the request was wholly granted.
- **Request denied in its entirety:** Check this column if the request was wholly denied.
- **Request denied in part:** Check this column if the request was partially denied, including if part of the record was redacted before disclosure or if part of the request could not be granted for one of the four reasons listed below.
- **Unable to respond to request:** Check this column if the agency is unable to respond because (1) the record does not exist; (2) the agency does not maintain the record; (3) the request was abandoned by the requester; or (4) the request requires the agency to create a summary or compilation not readily retrievable.

Request number	Date of written request	Request granted	Request denied in its entirety	Request denied in part	Unable to respond to request
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

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<b>Request number</b>	<b>Date of written request</b>	<b>Request granted</b>	<b>Request denied in its entirety</b>	<b>Request denied in part</b>	<b>Unable to respond to request</b>
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
<b>Totals for the fiscal year</b>					